



VOLUNTEER OPPORTUNITY

Position Open: Monday, November 3, 2003 until sufficient applications received.

Position Title: USHER - WAITING LIST FOR 2005

Department/Division: Mesa Arts Center - Arts and Cultural Division

Worksite Address: One East Main (Corner of Main and Center Streets)

Hours/Week: As needed for shows

Days of Work Week: Weekdays, Evenings, and Weekends

Start/End Hours: Depending on Show (matinee and evening performances). Usher must arrive one hour prior to curtain call and remain a half hour past the end of each performance.

Position Description: Answer questions and direct the public; hand out performance programs; take tickets; walk patrons to their seats; assist with emergency procedures, if necessary; report any disruptive behaviors to the house manager; some light clean-up duties; and crowd control.

Qualifications: This candidate should have an interest in the performing arts; must enjoy public contact, have a friendly manner and enjoy young people and families; and be at least 16 years of age. Good communication skills and the ability to problem-solve are a necessity. This candidate should be able to stand for long periods of time and walk with ease.

Application and Selection Process: Please complete the one page Volunteer Application, available at the Personnel front desk. Applications will be reviewed and applicants may be selected for an interview.

APPLY: CITY OF MESA PERSONNEL OFFICE
SOUTH CENTER STREET CAMPUS
200 S. CENTER STREET, BUILDING 1
MESA, ARIZONA 85210

MAIL APPLICATIONS TO:
PERSONNEL OFFICE
P. O. BOX 1466
MESA, AZ 85211-1466

Website: <http://www.cityofmesa.org/jobs>
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759
OR 1-800-662-5053 Toll Free

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SB/jd/cjh
11/03



City of Mesa Volunteer Application

Name: _____ **E-Mail address:** _____

Home Phone Number: _____ **Message Phone Number:** _____

Address: _____ **City:** _____ **Zip Code:** _____

Present or Previous Jobs: _____

Previous Volunteer Experience: _____

Education, Skills (i.e. Bi-lingual in Spanish or Sign Language, typing), Hobbies: _____

Why are you interested in volunteering with the City of Mesa? _____

Name of Volunteer Position you are applying for: _____

Please check below any other areas you would like to work for:

___ **Administrative/Clerical Support**

___ **Parks and Recreation**

___ **Water Operations Support**

___ **Arts and Cultural**

___ **Police**

___ **Fire**

___ **Library**

___ **Other** _____

What days and times are you available to volunteer? _____

EMERGENCY CONTACT:

Name: _____ **Relationship:** _____

Address: _____ **Phone Number:** _____

REFERENCES: List two people, not related to you, whom you have known for at least one year.

Name: _____ **Name:** _____

Home Phone Number: _____ **Home Phone Number:** _____

Business Phone Number: _____ **Business Phone Number:** _____

Address: _____ **Address:** _____

(CONTINUED)

REFERRED BY: ☐ City of Mesa Website ☐ Friend/Family ☐ Arizona Works
☐ City of Mesa Job Bulletin ☐ Self/Walk-In ☐ Other _____
☐ East Valley Institute of Technology ☐ Newspaper _____

Valid Arizona Driver's License? ☐ Yes ☐ No **License #:** _____ **Expiration Date:** _____

Are you 18 years of age or older? ☐ Yes ☐ No **If under 18, how old are you?** _____

Have you ever been convicted of any crime? ☐ Yes ☐ No

If yes, nature of crime, date, and location: _____

I hereby apply for work as a volunteer with the City of Mesa. I understand that I will be expected to follow established policies and procedures and a mutually acceptable work schedule for a minimum of four hours per week or a total of 50 hours within a thirteen-week period. I will promptly notify my supervisor if I am unable to work as scheduled.

Certification of Applicant: I hereby certify that all answers to the questions on this application are true, and I understand and agree that any misstatement or omission of material facts contained in this application may disqualify me for a volunteer opportunity. I hereby authorize the City of Mesa to verify the accuracy of the statements on this application, and for assignments considered safety or security sensitive, authorize the City to conduct fingerprinting for background checks through the Department of Public Safety and the Federal Bureau of Investigation. I understand that while volunteering, I will be covered by the City of Mesa Worker's Compensation policy under ARS statute 23-901.06.

Applicant's Signature: _____ Date: _____

(FOR DEPARTMENT USE ONLY)

Interviewer: _____ Date: _____

Department/Division: _____

Assigned Job Description Title: _____ Location: _____

Immediate Supervisor: _____ Phone Ext.: _____

Start Date: _____ Days & Time Scheduled to Work: _____

Termination Date: _____ Reason: _____

Number of Hours Completed: _____ Badge Returned: ☐ Yes ☐ No
